

Administrative Leave Sample Policy Language

Paid Administrative Leave: In the event of an Act of God (ie tornado, flood, pandemic health crisis) IowaCASA may have to temporarily reduce or cease business activities. If this were to occur, staff may be placed on paid administrative leave.

“When the CCASA office is unexpectedly closed because of uncontrollable factors, time off for staff scheduled to work will be considered excused absence with pay and will not be charged to leave time. If the office is closed during an employee’s previously-scheduled PTO or holiday leave, the time off must still be charged to the employee’s leave balance. Extended closure beyond 3 (three) work days is subject to review and alternate arrangements may be required in order for employees to continue receiving pay; employees will be given 24 (twenty-four) hours’ notice of any such required arrangements.”

Administrative Leave

KCSDV may periodically grant staff paid Administrative Leave for certain purposes such as office closings. Administrative Leave days are not accrued, will not be paid out upon termination of employment, and will not be carried over from year to year. Your supervisor will let you know when Administrative Leave hours will be credited to your work week.